

# CORRECTIONAL COUNSELOR II (Supervisor)

## *Employment Opportunity*

*The Board of Prison Terms is an Equal Employment Opportunity Employer*

### JOB LOCATION

Los Angeles Region

**Send Application to:**  
Thomas Wadkins, ACDC  
Board of Prison Terms  
320 W. 4<sup>th</sup> Street  
Los Angeles, CA 90013

### POSITION STATEMENT – (Permanent, Full-time)

**Permanent, Full-time – 1 Position Available, Region 3 (Los Angeles)**

Under the general direction of the Associate Chief Deputy Commissioner, the Correctional Counselor II (CCII) will provide supervision and ensure proper training for the Correctional Counselor Is (CCIs) and oversee the parole revocation proceedings which occur in geographical areas outside of Decentralized Revocation Units (DRUs). Incumbents will ensure that CCIs working DRUs manage the parole violator population caps and transport violators immediately upon completion of revocation proceedings. Incumbents must be willing to travel overnight and are required to meet and maintain all requirements mandated by the California Commission on Peace Officers' Standards and Training.

Responsibilities include: 1) Supervise and monitor CCIs to ensure operational policies, regulations, guidelines, and procedures are adhered to; 2) Assist in recruitment and hiring of new employees, ensure proper training, prepare performance evaluations and respond to employee grievances or complaints as first level review; take progressive role in disciplinary actions; 3) Provide policy interpretation and assure due process compliance; 4) Ensure compliance with safety policies for BPT staff involved in the revocation process and provides general oversight of revocation proceedings at DRUs and non-DRU county jails or other locations; 5) Coordinate with P&CSD to ensure compliance with due process rights and time frames for parolees involved in the revocation process; 6) Provide liaison and consultation to parole regions, institutions, and county jail facilities; 7) Liaison with BPT Legal regarding problems or conflicts; 8) Respond to inquiries regarding the revocation functions; 9) Provide training to institution and parole staff regarding BPT policies and procedures; 10) Conduct and/or coordinate administrative investigations regarding revocation process complaints; 11) Provide security at Probable Cause Hearings and revocation hearings at non-DRU county jails and other sites. 12) Monitor parolee time in custody to ensure hearings are scheduled within mandates; 13) Secure the use of hearing rooms at county jails and non-DRU sites, coordinate attorney appointments and schedule hearings; 14) Process actions that occur at hearings and process parolee releases pursuant to dispositions; 15) Track parolee locations and maintain records and documents associated with the revocation process; 16) Coordinate inmate/parolee transportation; 17) Ensure availability of reasonable accommodations pursuant to the Americans with Disabilities Act during revocation process.

### SALARY

\$6001.00 - \$7209.00

### DESIRABLE QUALIFICATIONS

- Flexible and independent worker, strong working knowledge of the revocation process and due process rights.
- Well developed oral and written communication skills and strong interpersonal skills. Strong ability to cultivate effective working relationships with others. Good computer skills. Sensitivity to persons with disabilities.
- Ability and willingness to travel overnight.
- Awareness of the organization, mission and values of the Board of Prison Terms.

### FINAL FILING DATE

**December 3, 2004 or  
until filled**

### SEND APPLICATION TO

**Board of Prison Terms  
1515 K Street  
Sacramento, CA 95814**

Applicants must have transfer, list, reinstatement, or SROA/ Surplus eligibility. Lateral transfers will be considered from candidates currently at the CC II, or equivalent peace officer classification. **All applications must indicate civil service classification, not working titles.** Applicants are required to submit a State Application (Form 678) by the final filing date, December 3, 2004.

**FOR ADDITIONAL INFORMATION CONTACT Tom Wadkins at (213)576-6554**